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Sector 4  
*[Handwritten signature]*

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## TRANSMITTAL

VIA EXPRESS MAIL NO.: EK819620158US

To The Honorable Commissioner  
of Patents and Trademarks  
Attn: Box Missing Parts  
Washington, D.C. 20231

Re: U.S. Patent Application 09/976,481 of: Butz, Stephen for his "SOFTWARE SYSTEM FOR QUANTITATIVE MEASUREMENT AND ACCOUNTABILITY OF SOCIAL SERVICES"; Filed: October 12, 2001.

LAW  
BUSINESS  
TECHNOLOGY

Dear Sir:

Transmitted herewith for filing are the missing parts of the application as stated in the enclosed copy of the Notice To File Missing Parts dated 11/14/2001. Enclosed are:

1. Copy of PTO Notice to File Missing Parts, mailed November 14, 2001.
2. One (1) Combined Declaration and Power of Attorney.
3. Our check No. 2945 in the amount of \$435.00 (to cover the basic filing fee and the surcharge for late filing).
4. Change of Address.
5. Our post card. Please date stamp and return.

Please charge any unanticipated fees to our Deposit Account No. 03-3565 (a duplicate copy of this charge authorization is attached.)

Thank you for your cooperation and assistance.

Respectfully submitted,



Royal W. Craig  
Attorney for Applicant  
Reg. No. 34,145

I HEREBY CERTIFY that on January 14, 2002, one copy of the above-referenced documents were deposited with the United States Postal Service for delivery by Express Mail to the United States Patent and Trademark Office.

*[Handwritten signature]* 1/14/02



## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
[www.uspto.gov](http://www.uspto.gov)

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/976,481	10/12/2001	Stephen Butz	BUTZ-PA-1

CONFIRMATION NO. 9944

## FORMALITIES LETTER



\*OC000000007068329\*

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Date Mailed: 11/14/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 370 to complete the basic filing fee for a small entity.*
- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 435.**

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*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 1 - ATTORNEY/APPLICANT COPY

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01 FC:201  
02 FC:205370.00 OP  
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